



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No.: 2023-03-0520-NP-SVP

Date: March 24, 2023

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Email Address : _____
Company TIN : _____
PhilGEPS Reg. No. : _____

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your **Company's Business Permit, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return** and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B. If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized). The **Certificate of Platinum Membership** maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number.

Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: procurement.fomimaropa@dswd.gov.ph not later than **5:00 PM on March 31, 2023 (Friday)**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number], [Deadline of Submission]**.

Very truly yours,

HARVY B. CALABIO

Administrative Officer V
Procurement Section Head

24 MAR 2023

Terms and Conditions:

- Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
- Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
- Services shall be delivered on: Fifteen (15) Calendar Days upon receipt of Approved Purchase Order (PO)
- Place of Delivery: SWADT Oriental Mindoro Office (2F RKT Bldg. J.P. Rizal cor. Bayabas Sts., Lalud, Calapan City, Oriental Mindoro)
- Terms of Payment: within 15-30 days upon final inspection and acceptance
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)
Account Name: _____ Account Number : _____
Bank Name: _____ Branch: _____
****Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: _____
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register"

DAVE T. CORCORA
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

Signature Over Printed Name
(Supplier)

Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPS). You may visit the PHILGEPS website at www.philgeps.gov.ph to register

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Date: _____ (should be filled up by supplier)

MOP: NP-SVP

| | | |
|-------------------|---|--|
| Company Name | : | |
| Company Address | : | |
| Contact Person | : | |
| Contact No. | : | |
| Email Address | : | |
| Company TIN | : | |
| PhilGEPS Reg. No. | : | |

| Item No. | Qty. | Unit | Bidder's Specifications (Please fill out the specifications in the space provided) | Unit Cost | Total Cost |
|----------|------|--------|---|-----------|------------|
| | | | NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". Failure to indicate information could be basis for non-compliance" | | |
| 1 | 800 | ream | PAPER, MULTICOPY, 80gsm, size: A4 | | |
| 2 | 300 | ream | PAPER, Multicopy, 80gsm, size: Legal | | |
| 3 | 50 | box | CORRECTION TAPE, 24 pieces/box | | |
| 4 | 15 | book | RECORD BOOK, 500 pages, size: 214 x 278mm min | | |
| 5 | 4 | box | FOLDER WITH TAB, Legal, 1 pack (1p00 pcs per pack) | | |
| 6 | 2 | box | FOLDER, Pressboard | | |
| 7 | 2 | box | BROWN ENVELOPE, Legal | | |
| 8 | 20 | box | FASTENER, Metal, 8.5, 50 sets per box | | |
| 9 | 20 | box | SIGN PEN, Black, liquid/ gel ink, 0.5mm, 12pcs/box | | |
| 10 | 5 | roll | PLASTIC TWINE, 2kls/roll | | |
| 11 | 50 | piece | DATA FILE BOX, Black, legal with close ends, made of chipboard | | |
| 12 | 20 | piece | TAPE, Transparent, width: 48mm | | |
| 13 | 20 | piece | TAPE, Transparent, width: 24mm | | |
| 14 | 6 | bottle | GLUE, Multi-purpose, 240 grams | | |
| 15 | 20 | piece | PACKAGING TAPE, Brown, 2" | | |
| 16 | 12 | piece | STAPLER, Standard | | |
| 17 | 12 | box | STAPLE WIRE, Standard | | |
| 18 | 12 | box | CLIP BACKFOLD, 2", 12pcs/box | | |
| 19 | 6 | piece | SCISSORS, 8" Heavy-duty | | |
| 20 | 60 | pad | STICKY NOTE PAD, 2" x 3" | | |
| 21 | 60 | pad | STICKY NOTE PAD, 3" x 3" | | |
| 22 | 10 | box | BALLPEN, Black, 0.5mm, 12pcs/box | | |
| 23 | 10 | box | BALLPEN, Blue, 0.5mm, 12pcs/box | | |
| 24 | 3 | box | PERMANANET MARKER, Black, 12pcs/box | | |
| 25 | 40 | bottle | EPSON INK 001 (BLACK) | | |
| 26 | 12 | bottle | EPSON INK 001 (CYAN) | | |
| 27 | 12 | bottle | EPSON INK 001 (MAGENTA) | | |
| 28 | 12 | bottle | EPSON INK 001 (YELLOW) | | |
| 29 | 25 | bottle | HP INK 905XL (BLACK) | | |
| 30 | 11 | bottle | HP INK 905XL (CYAN) | | |
| 31 | 11 | bottle | HP INK 905XL (MAGENTA) | | |
| 32 | 11 | bottle | HP INK 905XL (YELLOW) | | |
| | | | >>>> NOTHING FOLLOWS <<<< | | |
| | | | | | |
| | | | Date of Delivery: Fifteen (15) Calendar Days upon receipt of approved Purchase Order (PO) | | |
| | | | Area of Delivery: SWADT Oriental Mindoro Office (2F RKT Bldg. J.P. Rizal cor. Bayabas Sts., Lalud, Calapan City, Oriental Mindoro) | | |
| | | | | | |
| | | | | | |
| | | | TOTAL APPROVED BUDGET FOR THE CONTRACT Six Hundred Seventy-Seven Thousand Seven Hundred Forty-Five Pesos Only (Php 677,745.00) | | |
| | | | Note: Please specify brand model/origin. | | |
| | | | PAGE 1 OF 1 | | |

PURPOSE: Purchase & Delivery of Office Supplies for the use of CIS PSP-AICS in SWADT Oriental Mindoro Office for the 2nd Quarter of CY-2023.

PR No.: 2023-03-0520-NP-SVP

☐ VAT
☐ Non-VAT

(Signature over printed name)
Supplier

IMPORTANT: The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Unit within three (3) days from the date advance copy was served thru fax. **FAILURE** to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting for 60 to 90 days.